



CAREER AND TECHNICAL EDUCATION

Operational Guide

for

Occupational and Support Program

CAREER GUIDANCE, EXPLORATION,
AND PREPARATION

July 1, 2005

Summary of Changes in Operational Guide	
February 14, 2005 <u>Updated:</u> <ul style="list-style-type: none"> • Course Codes • Equipment Lists 	April 1, 2005 <u>Added:</u> <ul style="list-style-type: none"> • Pathway - Program of Study Crosswalk • Technology Standards for 2006-07 <u>Rearranged:</u> <ul style="list-style-type: none"> • Technology Standards for Career Guidance Areas
July 1, 2005 <u>Corrections:</u>	
<ul style="list-style-type: none"> • Course Codes 	<ul style="list-style-type: none"> • Pathway Name

Changes (4/1/05)
Course Codes:
Incomplete sentences in numerous course code descriptions are completed.
Description changed for 399170 DWE-Approved Keystone.
Licensure requirements added for 590130 DWE-Approved Career Communications Lab.
460010 EAST/Workforce Technology added.

Statement of Assurance

All vocational opportunities are offered without regard to race, color, national origin, sex, handicap, or age. The following civil rights laws protect individuals from discrimination in programs or activities receiving federal financial assistance:

Title IV of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Age Discrimination Act of 1975

RELATED LINK: Go to the Department of Labor for assistance with specific laws and regulations,
<http://www.dol.gov/dol/compliance/compliance-majorlaw.htm>.

Summary of Dates/Forms Associated with Instructional Programs		
Date	Form # and Web Site Address	Name of Form
September 3	(http://dwe.arkansas.gov/CareerandTechEducation/TeacherInformationSystem.htm)	Computer submission of <u>Teacher Information</u>
October 1		Notification by letter of schools using concurrent credit to meet standards
October 1	WE-92 (http://dwe.arkansas.gov/CTESCTENewandExpandedPrograms.htm)	C & T New Program Start-up Proposals
March 15	WE-4 (http://dwe.arkansas.gov/CTESCTENewandExpandedPrograms.htm)	Reimbursement for C & T New Program Equipment
2 weeks prior to beginning of class	WE-6 (http://dwe.arkansas.gov/CTESCTEReporting%20Forms.htm)	Application for Adult Skill Training Class (no classes will be approved after May 1)
No later than 2 weeks after completion of class	WE-PD (http://dwe.arkansas.gov/CTESCTEReporting%20Forms.htm)	Adult Skill Training Class Enrollment Report (all reimbursement requests must be received by May 30)

ARKANSAS DEPARTMENT OF WORKFORCE EDUCATION
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Little Rock, AR 72201
Web Site Address: <http://dwe.arkansas.gov>

CAREER AND TECHNICAL EDUCATION

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Accountability and Funding

(<http://dwe.arkansas.gov/CTESCTEPerkinsInfo.htm>)

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Perkins and related federally funded programs
Career and technical education coordinators

Occupational Programs:

Office of **Career Guidance, Exploration, and Preparation**

(<http://dwe.arkansas.gov/CareerGuidExplPrep/CoursesInit.htm>)

Room 409 (501) 682-1616

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Cluster responsibility: Arts, A/V Technology, &
Communications

Christine Nichols, Program Manager

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Issues of:

- Career awareness
- Career counselor inservice
- Career focus and pathways
- Career planning

Courses/Classes:

- Career Orientation
- EAST/Workforce Technology
- Internships
- Keystone
- Senior Seminar

Workplace Readiness

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Office of Career Guidance, Exploration, and Preparation	
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PROGRAM APPROVAL PROCESS

If a program was **conditionally approved** during the previous year and one of the following actions apply the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
Problems are corrected	FULL APPROVAL
Problems not corrected	Disapproval
Critical elements from previous year received, and improvement plan not submitted	Disapproval

If a program had **full approval** during the previous year and one of the following actions apply the following year, then the district will receive the program status indicated.

ACTION	STATUS TO RECEIVE
No CTSO previous year	Conditional Approval
No program of study	Conditional Approval
No required foundations (reviewed by appropriate program area)	Conditional Approval
Core not offered every year	Conditional Approval
Meets all DWE standards	FULL APPROVAL

Program approval items reviewed during technical assistance visits and as information is available:

1. All report card items
 - A. Completers
 - B. Career and technical assessment
 - C. Academic attainment
 - D. Placement
 - E. Nontraditional numbers
2. Advisory councils and meeting minutes
3. Safety issues
4. Any item noted as lacking in technical assistance visit

CAREER CLUSTER PATHWAY – PROGRAM OF STUDY CROSSWALK	
2004-05 Program of Study Name	2005-06 Pathway – Program of Study Name

Arts & A-V Technology

Cluster: ARTS, A-V TECHNOLOGY, & COMMUNICATIONS

Advertising Design	Visual Arts - Advertising Design
Career Communications/Visual Arts	Visual Arts - Career Communications
Commercial Photography	Visual Arts - Commercial Photography
Graphic Communications	Printing Technology – Career Communications
Graphic Communications	Printing Technology - Graphic Communications
Career Communications/Journalism & Broadcasting	Journalism & Broadcasting - Career Communications
Radio/TV Broadcasting	Journalism & Broadcasting - Radio/TV Broadcasting
Career Communications/Audio & Video Technology & Film	Audio-Video Communications Technology - Career Communications
Career Communications/Performing Arts	Performing Arts - Career Communications

2005-06 Career and Technical Course Codes

CLUSTER: ARTS, A-V TECHNOLOGY, & COMMUNICATIONS

493720 DWE-Approved Introduction to Career in Arts, Audio-Video Technology, and Communications

Credit: .5 Grade Levels: 9-12

This is a core course for a program of study in the Arts, Audio-Video Technology, and Communications cluster. It is a one-semester course that addresses the foundation skills required of all careers classified under the AAVTC cluster, including pathways in Audio and Video Technology and Film; Printing Technology; Visual Arts; Performing Arts; and Journalism and Broadcasting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
124	Vocal K-12
125	Instrumental K-12
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology
613	Performing Arts Permit

690020 DWE-Approved Photojournalism

Credit: 1 Grade Levels: 10-12

The course will focus on teaching basic skills and knowledge needed by photojournalists.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 602 Commercial Photography

Advertising Design

494150 Advertising Design I

Credit: 1 Grade Levels: 9-12

This instructional program in the applied visual arts prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences via illustrations and other forms of printed media.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

494170 Advertising Design II

Credit: 2 Grade Levels: 10-12

This course emphasizes the integration of computer skills and knowledge of software used in the market place. Instruction includes silk screen, airbrush, and market theories.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

494160 Advertising Design Lab

Credit: 1 Grade Levels: 9-12

This production-based program is designed to allow for the development of skills and knowledge needed to execute a comprehensive advertising design product.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 571 Advertising Design

Career Communications

493730 DWE-Approved Career Communications I

Credit: 1 Grade Levels: 9-12

This is a core course for a career major in the program of study called career communications. It is a yearlong course that will cover topics addressed as the basic knowledge and skills areas in the AAVTC career cluster. These topics include skills in academic foundations; communications; problem solving and critical thinking; information technology applications; systems, safety, health, and environmental issues; leadership and teamwork; ethics and legal responsibilities; and employability and career development. When students complete this course, they will have the necessary knowledge and skills to function in leadership roles in the production of local media releases, including videos, papers, magazines, and annuals.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology

493740 DWE-Approved Career Communications II

Credit: 1 Grade Levels: 9-12

This is a core course for a career major in the program of study called career communications. It is a yearlong course that will cover topics addressed as the knowledge and skills areas in the journalism pathway of the AAVTC career cluster. Instruction will build upon the knowledge and skills learned in Career Communications I. When students complete this course, they will have the necessary knowledge and skills to participate local community internship positions in the areas related to print and/or broadcast media productions.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology

590130 DWE-Approved Career Communications Lab

Credit: 1 Grade Levels: 10-12

The Career Communications Lab is project-based instruction and is an extension of the career communications program of study. It provides classroom training and instruction for the advanced student that is over and above the basic course requirement. The content builds on the knowledge, skills, and abilities taught in Career Communications I and II. The Career Communications Lab may be used in order for students to achieve completer status (as a substitute for an internship or senior seminar experience) when these courses are not available. Students must have completed Career Communications I and II prior to enrollment in the Career Communications Lab.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course:

020	Art K-12
032	Business Education
036	Business Education (Voc Fund)
166	English/Language Arts
202	Art
208	Drama/Speech
225	Business Technology

Commercial Photography

494350 Commercial Photography I

Credit: 1 Grade Levels: 9-12

This instructional program prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences and record events and people via film and still and video photography.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 602 Commercial Photography

494370 Commercial Photography II

Credit: 2 Grade Levels: 10-12

This instructional program prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences and record events and people via film and still and video photography.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 602 Commercial Photography

494360 Commercial Photography Lab

Credit: 1 Grade Levels: 9-12

This production-based program is designed to allow for the development of skills and knowledge needed to execute a comprehensive commercial photography product.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 602 Commercial Photography

Graphic Communications

495010 Electronic Imaging

Credit: 1 Grade Levels: 9-12

This course provides an overview of basic typography, layout design, desktop publishing, and operating. It requires production of visuals using electronic illustrations and text.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 582 Graphic Communication

495030 Finishing/Binding

Credit: 1 Grade Levels: 9-12

This course provides an overview of information pertaining to finishing and binding. A series of related tasks and simulations are infused to build entry-level skills.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 582 Graphic Communication

495020 Fundamentals of Graphic Communications

Credit: 1 Grade Levels: 9-12

This course provides an overview of the printing industry, its basic operations, and career opportunities.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 582 Graphic Communication

495040 Image Assembly & Platemaking

Credit: 1 Grade Levels: 9-12

Basic image assembly and construction, as well as platemaking techniques, are presented in this course. This course is directed at building entry-level skills. Topics and techniques include assembly construction techniques for single and multicolor work, step and repeat, imposition layout, and daylight contacting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 582 Graphic Communication

495050 Offset Press Operation

Credit: 1 Grade Levels: 9-12

This course provides an overview of offset duplicator operation through a series of tasks and simulations that build entry-level skills.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 582 Graphic Communication

495060 Reproduction Photography

Credit: 1 Grade Levels: 9-12

This course builds entry-level skills and knowledge for the reproduction photography area through a series of progressive exercises that cover the basics of camera and darkroom operations. Learning activities include film exposure of processing techniques, materials, operations, and safety practices.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 582 Graphic Communication

Performing Arts**495920 DWE-Approved Performing Arts I**

Credit: 1 Grade Levels: 9-12

This course is designed to teach students interested in pursuing careers in the performing arts with an emphasis on dance, music, theater/playwriting, or technical design and production. Students will be taught basic academic and performance skills related to the designated topic and demonstrate an ability and understanding of the skills and academic requirements needed for a career in their chosen area of the performing arts. Based on the individual school request and submission of DWE-approved frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theater and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 124 Vocal K-12
125 Instrumental K-12
208 Drama/Speech
613 Performing Arts Permit

495930 DWE-Approved Performing Arts II

Credit: 1 Grade Levels: 9-12

This course is designed to teach students interested in pursuing careers in the performing arts with an emphasis on dance, music, theater/playwriting, or technical design and production. Students will be taught advanced academic and performance skills related to the designated topic and demonstrate an ability and understanding of the skills and academic requirements needed for a career in their chosen area of the performing arts. Based on the individual school request and submission of DWE-approved frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theater and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 124 Vocal K-12
125 Instrumental K-12
208 Drama/Speech
613 Performing Arts Permit

590120 DWE-Approved Performing Arts Lab

Credit: 2 Grade Levels: 9-12

This course is designed to teach students interested in pursuing careers in the performing arts with an emphasis on dance, music, theater/playwriting, or technical design and production. The lab will be used for advanced academic and performance skills training in the designated topic. Students will demonstrate advanced ability and understanding of the skills and academic requirements needed for a career in their chosen area of the performing arts. Based on the individual school request and submission of DWE-approved frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theater and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 124 Vocal K-12
125 Instrumental K-12
208 Drama/Speech
613 Performing Arts Permit

495500 Radio/TV Broadcasting I

Credit: 1 Grade Levels: 9-12

The program is designed to give practical knowledge in preparation for the pursuit of a career in broadcasting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 591 Radio
595 Television

495510 Radio/TV Broadcasting Lab

Credit: 1 Grade Levels: 9-12

This production-based program is designed to allow for the development of skills and knowledge needed to execute a comprehensive radio/TV broadcasting production.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 591 Radio
595 Television

Radio/TV Broadcasting**495520 Radio Broadcasting II**

Credit: 2 Grade Levels: 10-12

This program is designed to give practical knowledge in preparation for the pursuit of a career in radio broadcasting.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 591 Radio

495530 TV Broadcasting II

Credit: 2 Grade Levels: 10-12

The course will provide a fundamental understanding of production principles and experience with the video camera, lighting instruments and techniques, microphones, script creation, and basic editing. Students will perform assignments on camera as well as studio and control room duties.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 595 Television

**COURSES ONLY: WORK-BASED LEARNING; SUPPORT; SPECIAL POPULATIONS;
& MISCELLANEOUS COURSES**

Career Preparation & Exploration

690010 DWE-Approved Keystone (9-10)

Credit: .5 Grade Levels: 9-10

This program is designed to help first-year high school students (9th-10th grade) make smooth transitions to high school. The program is customized by faculty members to meet the needs of individual project sites. The purpose of the program is to decrease the number of disciplinary referrals, lower drop-out rate, raise test scores, increase student involvement in school activities, and promote sound career development planning. Although keystone programs originated as orientation programs for schools implementing academies, they may be adapted for use in the regular school environment.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 410 Career Academy Endorsement

493890 DWE-Approved Senior Seminar

Credit: .5 Grade Levels: 9-12

This class will enhance existing programs of study by offering students opportunities for program of study technical research, academic integration, business and industry interaction, oral presentation, and demonstration of learned skills. This class should allow students to synthesize learned information through the use of career scenarios. This class may be offered for one or two semesters with .5 credit per semester.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: ANY

493860 Internship

Credit: 1 Grade Levels: 11-12

This is a practical and supervised job experience designed to assist students to successfully transition from school-to-work or successfully continue their education in a chosen career focus/major area. Internships are individualized and competency-based.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

493880 Workplace Readiness

Credit: .5 Grade Levels: 10-12

This one-semester course is designed to help students transition from school to work. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communication skills, and the use of technology.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

460010 EAST/Workforce Technology

Credit: 1 Grade Levels: 9-12

This one year of EAST Lab experience is designed to help students transition from school to work. It focuses on the SCANS competencies with emphasis on problem solving, teamwork, communications skills, and the use of technology. It counts as one unit of credit toward completer status in any of the career and technical areas of study.

Does course count in required 38 units and, if yes, how: Yes ADE

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 412 Career Preparation

Special Populations

493800 JAG Apprenticeship/Work-Based Learning

Credit: 1 Grade Levels: 11-12

This is an instructor-supervised work release course that includes monthly employer evaluations of participants. Employment is not a requirement of the JAG program, but credit can be given at the discretion of the individual school district. Participants should be expected to complete 180 hours of work-based learning in order to receive one credit—with a maximum of four credits for completing 720 hours of work study within a consecutive two-year period.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

493780 JAG Multi-Year I

Credit: 1 Grade Levels: 11-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

493790 JAG Multi-Year II

Credit: 1 Grade Levels: 11-12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

493770 JAG Senior Applications

Credit: 1 Grade Levels: 12

JAG utilizes the National Jobs for America's Graduates model. It is designed to assist career and technical students whose ability to successfully graduate from high school and obtain meaningful employment is in jeopardy.

Does course count in required 38 units and, if yes, how: Yes Career & Technical

Does course count in the 21 units required for graduation: Yes

Licensure required to teach this course: 413 Career Services for Special Populations

MIDDLE SCHOOL COURSES

399100 Career Orientation

Credit: Grade Levels: 7-8

This foundation course uses hands-on activities and research to provide an opportunity for exploring the 16 career clusters. It is the point at which educational development begins with the establishment of individual career plans.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 411 Career Orientation Endorsement

399170 DWE-Approved Keystone (7-8 grade)

Credit: Grade Levels: 7-8

This program is designed to help students make smooth transitions to the high school facility. It is customized by faculty members to meet the needs of individual project sites. The purpose of the program is to decrease the number of disciplinary referrals, lower the drop-out rate, raise test scores, increase student involvement in school activities, and promote sound career development planning. Although keystone programs originated as orientation programs for schools implementing academies, they may be adapted for use in regular school environments.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course: 410 Career Academy Endorsement

399210 DWE-Approved Performing Arts Awareness

Credit: Grade Levels: 7-8

This course is designed to teach students basic skills and provide them with information about requirements for successful employment in one or more of the performing arts career areas. Students will be taught the basic academic and performance skills related to the topics of either dance, music, theater/playwriting, or technical design and production. Students will be expected to demonstrate an understanding of basic skills and communicate orally their knowledge of careers in the specified area of performing arts. Based on the individual school request and submission of DWE approvable frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theater and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course:

124	Vocal K-12
125	Instrumental K-12
203	Vocal 5-8
204	Vocal 5-8
205	Instrumental 5-8
206	Instrumental 5-8
613	Performing Arts Permit

399220 DWE-Approved Performing Arts Exploration

Credit: Grade Levels: 7-8

This course is designed to teach students basic skills and provide them with experiences that increase their knowledge about careers in the performing arts. Students will be taught the basic academic and performance skills related to the topics of either dance, music, theater/playwriting, or technical design and production. Students will be expected to demonstrate an understanding of basic skills and communicate their knowledge of careers in the specified area of performing arts. Based on the individual school request and submission of DWE approvable frameworks, course approval will be given for instruction in one or more of the following topics: dance, music, theater and playwriting, or technical design and production.

Does course count in required 38 units and, if yes, how: No

Does course count in the 21 units required for graduation: No

Licensure required to teach this course:

124	Vocal K-12
125	Instrumental K-12
203	Vocal 5-8
204	Vocal 5-8
205	Instrumental 5-8
206	Instrumental 5-8
613	Performing Arts Permit

**TECHNOLOGY STANDARDS
2005-2006**

**COMPUTER SYSTEM FOR: MIDDLE SCHOOL
 JR HIGH SCHOOL
 HIGH SCHOOL
 INSTRUCTOR/TEACHER**

LEVEL I

Pentium® 4 processor (or equivalent) 2.80GHz, 800 MHz, 512K cache, 512MB DDR RAM, 17" CTL, true flat panel color monitor or 17" CRT true flat screen monitor, integrated video graphics card, 40GB hard drive, 1.44MB 3.5-inch floppy drive, USB 2-button optical mouse with scroll, integrated (10/100/1000) network card, 52x32x52X DVDRW OR 48x or 52x CDRW-ROM, integrated sound blaster compatible, speakers w/headphones, Internet accessible

CAREER GUIDANCE
Career Orientation
Internship
Keystone
Workplace Readiness

TECHNOLOGY STANDARDS 2005-2006

**COMPUTER SYSTEM FOR: PROGRAM SPECIFIC
INSTRUCTOR/TEACHER**

LEVEL II

Pentium® 4 processor (or equivalent) 3.20GHz, 800MHz, 512K cache, 1 GB DDR RAM, 17" CTL, LCD flat panel color display, integrated video graphics card, (2) 80GB hard drives, 1.44MB 3.5-inch floppy drive, USB 2-button optical mouse with scroll, integrated (10/100/1000) network card, 48X or 52X DVD+R, DVD writer 48X or 52X CD ROM, integrated sound blaster compatible, speakers w/headphones, Internet accessible

CAREER GUIDANCE
Advertising Design
Career Communications (Pilot)
Graphic Communications
Radio/TV Broadcasting

**TECHNOLOGY STANDARDS
2006-2007**

**COMPUTER SYSTEM FOR: MIDDLE SCHOOL
JR HIGH SCHOOL
HIGH SCHOOL
INSTRUCTOR/TEACHER**

LEVEL I

Pentium 4, 3.0GHZ, 800 MHz, LGA775, mid tower ATX case, w/300w power supply, FUSB 80.0GB hard drive, 7200 rpm, 512 MB DDR2-533 RAM, integrated video graphics card, 17" monitor, true flat screen, color CRT (tube) 1.44 MB floppy drive, 104-key Win keyboard, optical wheel mouse w/pad, DVD/CDRW combo drive, 48x or 52x CD-ROM drive, integrated audio w/AC speakers & headphones, Microsoft Window XP Pro operating system, 10/100/1000 integrated network card

Career Guidance, Exploration, & Preparation
<i>Career Orientation Course</i>
<i>Internship Course</i>
<i>Keystone Course</i>
<i>Workplace Readiness Course</i>

TECHNOLOGY STANDARDS 2006-2007

**COMPUTER SYSTEM FOR: PROGRAM SPECIFIC
 INSTRUCTOR/TEACHER**

LEVEL II

Pentium 4, 3.20 GHz, 800MHz, LGA775, mid tower ATX case, w/300w power supply, FUSB (2) 80.0 GB hard drives, 7200 rpm, 1 GB DDR2-533 RAM, integrated video graphics card, 17" LCD flat panel color display, 1.44 MB floppy drive, multimedia keyboard, optical wheel mouse w/pad, DVD+R, DVD write, dual layer, 48x or 52x CD-ROM drive, integrated audio w/AC speakers & headphones, Microsoft Windows XP Pro operating system, 10/100/1000 integrated network card

Career Guidance, Exploration, & Preparation
Arts, A-V Technology, & Communications Cluster

OFFICE OF CAREER GUIDANCE, EXPLORATION, AND PREPARATION

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CAREER CLUSTER: ARTS, A/V TECHNOLOGY, AND COMMUNICATIONS (AAVTC)

Designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual and performing arts and design, journalism, and entertainment services

Students shall complete a minimum of three Carnegie units within one of the AAVTC career focus areas in order to receive completer status. However, certain electives may count toward the three required to achieve completer status. These common electives are JAG (1), Workforce Technology (1), or Workplace Readiness (.5).

Note: In some cases, a common elective may be completed several times, but it shall only be counted once for a maximum of one unit of credit toward completer status. In addition, only one of the common electives may be counted toward completer status. A combination of the common electives does not assist in achieving completer status above the designated one unit of credit.

Pathways within the Cluster

Specific pathways within the cluster are designed for high school students who have demonstrated a career interest in one of the areas. Each pathway focuses on preparing students for employment and continuing education in a particular field. The sequence of courses focuses on instruction particular to the duties and tasks performed by professionals in an area of audio-visual technology, film, printing technology, visual arts, performing arts, journalism, or broadcasting.

Business Industry Partnerships

Districts shall form partnerships with business/industry professionals representing the pathways offered within this cluster. Semi-annual meetings are required for the purpose of guiding and advising the teacher and administration on issues involving course content and resources for program improvement.

Student Organizations

Districts shall offer students access to leadership training through the SkillsUSA student organization.

Visual Arts Pathway
Advertising Design Program of Study

Course Code	Courses	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
494150	Advertising Design I *	1			X	X	X	X
494170	Advertising Design II *	2				X	X	X
494160	Advertising Design Lab	1			X	X	X	X

Commercial Photography Program of Study

Course Code	Courses	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
494350	Commercial Photography I *	1			X	X	X	X
494370	Commercial Photography II *	2				X	X	X
494360	Commercial Photography Lab	1			X	X	X	X
690020	Photojournalism	1				X	X	X

Printing Technology Pathway
Graphic Communications Program of Study

Course Code	Courses	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
495010	Electronic Imaging *	1			X	X	X	X
495020	Fundamentals of Graphic Communications *	1			X	X	X	X
495030	Finishing/Binding	1			X	X	X	X
495040	Image Assembly & Platemaking	1			X	X	X	X
495050	Offset Press Operation *	1			X	X	X	X
495060	Reproduction Photography	1			X	X	X	X

Broadcasting, Film, and Journalism Pathway
Radio & TV Broadcasting Program of Study

Course Code	Courses	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
	Radio Broadcasting							
495500	Radio/TV Broadcasting I *	1			X	X	X	X
495510	Radio/TV Broadcasting Lab	1			X	X	X	X
495520	Radio Broadcasting II *	2				X	X	X
495530	TV Broadcasting II *	2				X	X	X

* Core Course within Program of Study

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

CLUSTER: ARTS, A-V TECHNOLOGY, AND COMMUNICATIONS

PATHWAY: VISUAL ARTS

PROGRAM OF STUDY: ADVERTISING DESIGN

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/Description
Television/VCR/DVD	1			25"
Overhead projector w/ screen	1			
A-V cart/media storage center	1			
LCD projector	1			
Air brush	5	7	9	
Air compressor	1	1	1	115 v, 1 hp, 30-gal tank
Computer	5	7	10	See Technology Standards
Computer printer	5	7	10	
Computer scanner	5	7	10	
Computer workstation	5	7	10	60" wide x 30" deep, desk height
Drying rack, silk screen	1	1	1	48" x 31", 48-slot, w/casters
Easel	5	7	10	Steel or wood
Enlarger, photographic	1	1	1	
Eraser, electric	1	3	5	
File, flat	1	1	1	46" x 35", stackable, 4-5 drawer
Label maker machine	1	1	1	Electronic, LCD display, typewriter keyboard, underlining, vertical/mirror printing, 1/2-1" clear tape
Mat cutter	1	1	1	
Press, dry mount	1	1	1	18" x 22"
Projector, slide	1	1	1	Carousel
Rotary trimmer	1	1	1	30" x 14"
Screen art kit	2	3	4	Paper, poster, or wood
Screen exposing unit	1	1	1	
Software	5	8	12	Specifically related to commercial art program area
Tables, drawing	15	20	25	24" x 36" drawing surface
Tables, tracing/light	3	5	7	18" x 24"

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

CLUSTER: ARTS, A-V TECHNOLOGY, AND COMMUNICATIONS

PATHWAY: VISUAL ARTS

PROGRAM OF STUDY: GRAPHIC COMMUNICATIONS

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/Description
Television/VCR/DVD	1	1	1	25"
Overhead projector w/screen	1	1	1	
A-V cart/media storage center	1	1	1	
LCD projector	1	1	1	
Binding machine	1	1	1	Plastic comb binder
Cabinet, storage	5	5	5	Steel, 18" x 36" x 78"
Camera, vertical	1	1	1	Complete w/quality halogen lamps, 16" x 20" copy board, light integrator, electronic timer; enlarges to 3X, reduces to 3X
Compressor, air	1	1	1	2 hp
Computer	4	6	8	See Technology Standards
Computer printer, laser	2	4	6	
Computer printer, color	2	2	2	
Computer scanner	2	2	2	
Copier	1	1	1	
Cutter, paper	1	1	1	24" hydraulic, to meet OSHA safety requirements
Door, dark room	1	1	1	Revolving, 200 sq ft minimum
Drill, punch	1	1	1	W/round cornering attachment
Folder, paper	1	1	1	Electronic feed control, tabletop model, 4" x 6" to 12" x 24" capacity, automatic feed
Jogger, paper	1	1	1	17" x 2"
Lights	2	2	2	Darkroom safe lights
Plate maker	1	1	1	Flip-top, 17" x 22"
Press, offset	2	3	4	11" x 17", two-color, chain delivery, independent control water & ink, variable speed, register bar, double sheet detector, vacuum feed
Press, padding	1	2	3	
Shelving, storage	3	3	3	6' L x 5' H x 15" D
Shelving, warehouse	2	2	2	Steel, 8' L x 7' H x 2' D
Sink, developing	1	1	1	W/3 20" x 24" developing trays
Software, publishing	4	4	4	
Stairs, safety	1	1	1	40" H x 24" W, handrails

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/Description
Stapler, floor model	1	1	1	Single head, 1/2" minimum capability, side or saddle w/round or flatware
Stapler, heavy-duty	1	1	1	25 sheets capacity
Stitcher	1	1	1	Automatic, double head
Table, layout	1	2	3	24" x 30"
Table, light	4	6	8	36" x 26"
Table, work	4	5	6	Plastic laminated top, 3' x 6'
Timer	2	2	2	7" dial
Tool set, basic	1	2	3	To include combination wrench set, screw driver set (standard & Phillips), socket set (1/4-3/8-1/2), assorted
Truck, hand	1	2	3	
Vacuum, shop	1	2	2	Wet or dry
Waxer	1	1	1	18"
Wrapping machine, shrink	1	1	1	

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

CLUSTER: ARTS, A-V TECHNOLOGY, AND COMMUNICATIONS

PATHWAY: BROADCAST, FILM, AND JOURNALISM

PROGRAM OF STUDY: RADIO/TELEVISION BROADCASTING

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/Description
Television/VCR/DVD	1	1	1	27"
Overhead projector w/screen	1	1	1	
A-V cart/media storage center	1	1	1	
LCD projector	1	1	1	
PRODUCTION EDITING/CONTROL ROOM SYSTEM				
Audio cassette player/recorder	1	1	1	Stereo, dual cassette, headphone jack
Audio disk player	1	1	1	Compact disk player, 5-disk capacity, digital-to-analog converter
Audio mixer	1	1	1	Minimum: 4 XLR inputs, 4 quarter-inch inputs, 2 quarter-inch audio outputs
Character generator	1	1	1	Capable of outline effect, superimpose over video, scroll titles, zoom titles
Editing controller, production	1	1	1	A/B roll editing w/2 sources, VITC/LTC time code editing, last edit recall, large jog/shuttle dial, split audio/video editing
Headphones	2	2	2	Stereo
Video edit/feed recorder	3	3	3	½" S-VHS, 4 audio channels (2 hi-fi, 1 linear), 33X dial picture search, built-in LTC time code reader/generator, jog/shuttle control, local & remote switch
Video mixer	1	1	1	A/V mixer, nonlinear; 4 S-Video or composite video inputs; 2-video source synchronization
Video monitor	2	2	2	Color, 13", audio horizontal resolution 330+ lines, dual loop through BNC video input, 4-pin Y/C input, built-in audio
Video monitor	1	1	1	Color, 14", 400+ lines resolution, 2 video inputs, 7-pin S-VHS input, under scan, pulse cross, blue check, color off, EIAJ 8-pin terminal, built-in audio
Workstation	1	1	1	Editing workstation
STUDENT EDITING SYSTEM				
Audio cassette player/recorder	1	2	3	Stereo, dual cassette, headphone jack

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/Description
Audio disk player	1	2	3	Compact disk player, 5-disk capacity, digital-to-analog converter
Audio mixer	1	2	3	Minimum: 4 XLR inputs, 4 quarter-inch inputs, 2 quarter-inch audio outputs
Editing controller (student)	1	2	3	A/B roll editing with 2 sources, VITC/L & LTC time code editing, last edit recall, large jog/shuttle dial, split audio/video editing
Headphones	2	4	6	Stereo
Video edit/feed recorder	3	6	9	½" S-VHS, 4 audio channels (2 hi-fi, 1 linear), 33X dial picture search, built-in LTC time code reader/generator, jog/shuttle control, local & remote switch
Video monitor	3	6	9	Color, 13", audio horizontal resolution 330+ lines, dual loop through BNC video input, 4-pin Y/C input, built-in audio
Workstation	1	2	3	Editing workstation
STUDIO CAMERA SYSTEM				
Battery charger	1	1	1	Battery charger & camera power supply, 4-pin XLR cable
Battery charger	1	1	1	Battery charger, capacity for 4 NP, BP-Type 12 or 13.2 v NiCad batteries
Character generator	1	1	1	Capable of outline effect, superimpose over video, scroll titles, zoom titles
Communication system	1	1	2	Camera operator's headset, control room headset
Computer disk drive	1	1	1	JAZ, external or internal, 2 GB disk
Computer, desktop	1	1	1	See Technology Standards – Level I
Multi-event controller/switcher	1	1	1	100 controllable events, random day selection, control for 4 VCRs, internal video router w/stereo audio
Video camcorder	2	2	3	1/2" S-VHS, 1/3" CCD, servo zoom lens, 1.5" viewfinder, time/date generator, VITC/LTC generator, 12 v DC (Standard accessories – battery holder, battery, tripod base, microphone, viewfinder)

Item Name	Count 15 Students	Count 20 Students	Count 25 Students	Specification/Description
Video camcorder	1	1	1	Full studio size, 1/2" S-VHS, 3-CCD, servo zoom lens, 1.5" viewfinder, low-light performance, time/date generator, VITC/LTC generator, 12 v DC (Standard accessories – battery holder, battery, tripod base, microphone, viewfinder)
Video camera tripod	1	1	2	Full studio size, for use w/full size studio video camcorders, fluid head, deluxe dolly
Video camera tripod	3	3	4	For studio use w/video camcorders, fluid head, deluxe dolly
Video monitor	1	1	2	Studio monitor, color, 27", built-in audio, to monitor actual output
Video monitor	1	1	1	Studio monitor, color, 13", audio horizontal resolution 330+ lines, dual loop through BNC video input, 4-pin Y/C input, built-in audio
Video player/recorder	4	4	4	½"S-VHS, 4 audio channels, built-in LTC time code reader
MICROPHONES				
Microphone	2	3	4	Lavaliere, miniature, clip-on; 6' cable
Microphone	2	3	4	Omnidirectional, dynamic, hand-held
Microphone, wireless	2	3	4	Lavaliere, VHF microphone, wireless transmitter, & receiver
LIGHTING				
Light kit, field	1	1	1	3 spotlights (300 watts), 3 light poles (8'), carrying case
Lights	2	2	2	Key lights, 500 watts
Lights	2	2	2	Back lights, 500 watts
COMPUTER				
Computer, desktop	1	1	11	See Technology Standards
Computer scanner	1	1	1	
Computer printer	1	1	1	

CAREER COMMUNICATIONS (Cluster Exploratory Pilot)

Course Description

Schools may apply to start programs of study in the AAVTC career cluster beginning with the 2005 school year.

The career communications program is designed for students in grades 9-12 who have identified an interest in a career pathways classified within the AAVTC career cluster. The program of study is beneficial to students who expect to begin their careers immediately upon high school graduation as well as those who need to complete postsecondary training prior to starting a career.

The career communications program of study is flexible and can easily be designed to provide instruction in one or more of the AAVTC pathways. The program of study uniquely integrates existing academic and career and technical coursework to provide students with practical curriculum and specialized study that reflects their career interests.

School districts may submit requests to offer a program of study in career communications that has more than one pathway for completers. To receive DWE approval for career communications, a district must submit a detailed grant request using the standardized DWE application form.

The application must describe how requirements will be met and provide information regarding the credentials of the staff who will be teaching the course work. Minimum equipment and end-of-course testing requirements must be met. The program will be monitored on a regular basis.

Foundation Courses

- Career Orientation
- Computer Technology or approved alternate
- Keyboarding

Core Courses (for all career communications pathways):

- DWE-Approved Introduction to Career Communications (493720)
- DWE-Approved Career Communications I (493730) or ADE-approved course
- DWE-Approved Career Communications II (493740) or ADE-approved course

Career Communications Pathways

Audio-Visual Technology & Film	Printing Technology	Visual Arts	Performing Arts	Journalism & Broadcasting
Credit: 2 units – Approved courses that fulfill the KSAs for this pathway	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway (Pathway topics include dance, music, theater, & playwriting, or technical design & production)	Credit: 2 units – Approved courses that fulfill the KSAs for this pathway

Instructional Course Work

Course Type

1. Introduction to Career Communications (493720) is one semester in length.
The course offers study in the broad aspects of careers within the AAVTC Career Cluster.
2. DWE-Approved Career Communications I is a yearlong course.
The course focuses on basic knowledge and skills in a specific career pathway within the AAVTC Career Cluster. An ADE-approved course may be used for this component.
3. DWE-Approved Career Communications II is a yearlong course.
The course focuses on building upon the knowledge and skills taught in Career Communications I. An ADE-approved course may be used for this component.
4. AAVTC Senior Seminar or Internship (optional)
Credit: Between .5 unit and 4 units
Grade level: 11-12
This is a practical and supervised job experience designed to assist students with successful transition from school to work or to further education in a chosen career focus/major area. Capstones or internship experiences are individualized and competency-based. (For more detailed information, please refer to sections describing career cluster senior seminars [capstone] and internship.)

Curriculum/Content Framework

Instruction in the introduction and internship or capstone courses follow specific pre-approved frameworks. Frameworks for DWE Career Communications I and DWE Career Communications II can be tailored to meet the needs of the local school but must be submitted and approved by DWE prior to implementation of the program.

Student Organization

Although a specific student organization does not exist for career communications students, it is expected that they will participate in the student organization that best represents their area of study. In most cases, SkillsUSA can accommodate the students. The career communications program provides leadership instruction and training and may assist students in preparing for competitions and activities associated with their participation in a student organization.

Courses Offered

Course Code	Special Courses	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
Seek DWE prior approval before implementation.								
493720	Introduction to Careers in AAVTC	.5			X	X	X	X
493730	Career Communications I	1			X	X	X	X
493740	Career Communications II	1				X	X	X

Performing Arts Pathway (Example)

Course Code	Special Courses	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
Seek DWE prior approval before implementation.								
493720	Introduction to Career in Arts, Audio-Video Technology, & Communications (AAVTC) *	.5			X	X	X	X
495920	Performing Arts I *	1			X	X	X	X
495930	Performing Arts II *	1			X	X	X	X
590120	Performing Arts Lab	2			X	X	X	X

Course Code	DWE Middle School Electives	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
Seek DWE prior approval before implementation.								
399210	Performing Arts Awareness	.5	X	X				
399220	Performing Arts Exploration	.5	X	X				

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

INTRODUCTION TO CAREER COMMUNICATIONS (Pilot)

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE (15 Students)

Item Name	Count	Description/Specifications
Computer	3	See Technology Standards – I
Network laser printer	1	
Digital camera	1	
Scanner	1	
LCD projector	1	
Teacher computer	1	
Video camera	1	
Lockable file cabinet	2	
Media cart	1	
27" television	1	
VCR/DVD	1	
Recording mic	1	

CAREER GUIDANCE

Why do career planning in your schools?

The Arkansas Department of Education Rules and Regulations Governing Public School Student Services states:

8.0 Documentation of Services

- 8.01 Each building based school site in all school districts shall submit annual reports indicating services provided through the Student Services Plan to the Department of Education.
- 8.03 Each school counselor serving students in buildings housing students in grades 8-12 shall provide a career planning process for each student. During the five-year process documentation of the information provided must be maintained as to whether the information was discussed with the student in individual or group settings. Each counselor is to develop a form to document these activities which can be used district-wide. A copy of the form and a statement of how services were provided must be submitted to the Department of Education as part of the annual report required in 8.01.

The Federal Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105-332) says:

Sec. 134. Local Plan for Vocational and Technical Education Programs

“(a) Local Plan Required. – Any eligible recipient desiring financial assistance under this part shall, in accordance with requirements established by the eligible agency (in consultation with such other educational entities as the eligible agency determines to be appropriate) submit a local plan to the eligible agency. Such local plan shall cover the same period of time as the period of time applicable to the State plan submitted under section 122.

“(b) Contents. – The eligible agency shall determine requirement for local plans, except that each local plan shall –

“(1) describe how the vocational and technical education programs required under section 135(b) will be carried out with funds received under this title;

“(2) describe how the vocational and technical education activities will be carried out with respect to meeting State adjusted levels of performance established under section 113;

“(3) describe how the eligible recipient will –

“(A) improve the academic and technical skills of students participating in vocational and technical education programs by strengthening the academic, and vocational and technical components of such programs through the integration of academics with vocational and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and vocational and technical subjects;

“(B) provide students with strong experience in and understanding of all aspects of an industry; and

“(C) ensure that students who participate in such vocational and technical education programs are taught to the same challenging academic proficiencies as are taught for all other students;

“(4) describe how parents, students, teachers, representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and

evaluation of vocational and technical education programs assisted under this title, and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title;

“(5) provide assurances that the eligible recipient will provide a vocational and technical education program that is of such size, scope, and quality to bring about improvement in the quality of vocational and technical education programs;

“(6) describe the process that will be used to independently evaluate and continuously improve the performance of the eligible recipient;

“(7) describe how the eligible recipient –

“(A) will review vocational and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations; and

“(B) will provide programs that are designed to enable the special populations to meet the State adjusted levels of performance;

“(8) describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations;

“(9) describe how funds will be used to promote preparation for nontraditional training and employment; and

“(10) describe how comprehensive professional development (including initial teacher preparation) for vocational and technical, academic, guidance, and administrative personnel will be provided.

Sec. 135. Local Uses of Funds

“(a) General Authority. – Each eligible recipient that receives funds under this part shall use such funds to improve vocational and technical education programs.

“(b) Requirements for Uses of Funds. – Funds made available to eligible recipients under this part shall be used to support vocational and technical education programs that –

“(1) strengthen the academic, and vocational and technical skills of students participating in vocational and technical education programs by strengthening the academic, and vocational and technical components of such programs through the integration of academics with vocational and technical education programs through a coherent sequence of courses to ensure learning in the core academic, and vocational and technical subjects;

“(2) provide students with strong experience in and understanding of all aspects of an industry;

“(3) develop, improve, or expand the use of technology in vocational and technical education, which may include –

“(A) training of vocational and technical education personnel to use state-of-the-art technology, which may include distance learning;

“(B) providing vocational and technical education students with the academic, and vocational and technical skills that lead to entry into the high technology and telecommunications field; or

“(C) encouraging schools to work with high technology industries to offer voluntary internships and mentoring programs;

The Arkansas Department of Workforce Education “State Plan for Vocational and Technical Education” for 1999-2004 says:

2.2.6 Preparing Students for Further Education or Entry into High Skill, High Wage Jobs in Current and Emerging Occupations. [Section 122(c)(1)(C)]

Helping students understand the many career and educational opportunities that are available to them is the first step in helping them prepare for postsecondary education and their chosen career. The career guidance and counseling model being promoted by the Department of Workforce Education is Career Action Planning (CAP). The purpose of CAP is to help students and their parents explore educational and occupational possibilities and make appropriate career decisions based on a solid base of information. The CAP program involves teachers as advisors to work with all students and their parents in developing and maintaining individualized career plans and portfolios. CAP begins in grade eight with students beginning to build their career portfolio that includes scores on standardized tests, learning styles, career interests, as well as previous grades.

Each advisor is assigned a group of students for the year. The basic program elements are as follows: (1) Students meet monthly with their advisor. During these meetings, students learn about career opportunities and follow a comprehensive guidance curriculum which includes printed information and videos. (2) Advisors assist the students in developing a career portfolio and an individualized career plan. (3) Advisors meet with the students in grades 8-11 and their parents each spring to update the career portfolio, evaluate progress toward a planned program of study, and set short-term and long-term goals. (4) In grades 8 through 10, students participate in career assessment. As a result of the CAP program, parents of the students in grades 8 through 11 attend the annual conferences to help plan their sons’ and daughters’ career paths. For seniors, special “Senior Seminars” put them in touch with local employers and postsecondary opportunities. Students in schools that have implemented the CAP program are taking higher level courses, completing coherent programs of study with an academic or vocational focus, and remaining more focused on their post-high school goals.

Students enrolled in vocational and technical education programs will be prepared for post-high school opportunities by ensuring they are equipped with (1) a solid foundation of academic skills and the ability to apply those skills in advanced education, training, and employment; (2) workplace skills, including work ethic, employability skills, and higher-order thinking skills; and (3) technical competencies, including computer proficiencies.

CAREER ORIENTATION

Course Description

Career Orientation is a one- or two-semester course. It may be offered in the seventh or eighth grade (eighth grade recommended) for a minimum of one semester (two consecutive nine-week periods in either the first or second semester) and a maximum of two semesters.

Course Type and Content

Career Orientation is an activity-based career exploration course designed to broaden students' knowledge about careers. The course will consist of instruction in the following areas: (1) self-awareness, (2) career awareness, including the 16 U.S.O.E. career clusters, (3) career planning, and (4) introduction to employability skills. Students shall receive occupational information from a balance of sources, such as audio-visual aids, computer software, resource speakers, field trips, job shadows, lectures, and applied activities. At the completion of the course, the student shall develop a tentative career action plan.

Course Credit

One-half unit credit for a semester course and one unit credit for a two-semester course should be given Career Orientation students.

Student Organization

A career and technical student organization for Career Orientation is optional.

Course Offered

Course Code	Middle School Elective	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
399100	Career Orientation		X	X				

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

CAREER ORIENTATION

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE (15 students)

Item Name	Count	Specification/Description
27" television	1	
VCR/DVD	1	
35 mm camera	1	
A-V cart/media storage center	1	
Computer	3	See Technology Standards
Digital video camera	1	
File cabinet	2	
Overhead projector w/screen	1	
Ink-jet printer	1	
Teacher computer	1	See Technology Standards

INTERNSHIP

Course Description

The internship course is designed to assist students in their specific career focus areas and to help them successfully transition from school to career. Students who expect to begin their careers immediately upon high school graduation as well as those who need to complete post-secondary training prior to starting a career can benefit from the course. The structure includes a strong business partnership that links the course and its participants to current resources, information, and guidance from industry professionals. It provides intense, competency-based classroom and work-site instruction specifically tailored to meet the needs of individual students. It also fosters articulation of programs between high schools and post-secondary education, credit-granting institutions, and apprenticeship programs. A post-graduation monitoring system is incorporated that identifies and addresses graduates' ongoing needs as they advance toward their identified career goals.

Course Type

1. Internship is a course designed to serve 11th- and 12th-grade students who are in good academic standing and are enrolled in their third unit within a chosen career focus area. The entire course, which includes both classroom and work-site instruction, helps students successfully transition from school to work.

Interns receive guided classroom and guided work-site instruction that is competency-based and incorporates academics and applied learning activities. Each classroom and work-site competency an intern successfully completes is documented and placed in a portfolio. The intern receives the portfolio upon completion of the internship course.

Classroom Instruction

The classroom portion of the internship course focuses on teaching students the basic skills required by all employers. Interns are individually assessed, and weak areas are addressed while strong areas are reinforced.

Work-site instruction – Individual work sites must be approved by the internship coordinator. Written agreements shall be established between the school and the work site that outlines appropriate course delivery prior to student placement. Work-site instruction is guided by the employer and directly relates to the student's identified career focus. Compensation is negotiated for each intern and based on fair labor standards. Nonpaid internships are allowed but must be approved by program management staff.

2. Internship can be utilized in any program of study as a related option.

Length of Course

1. Students shall complete between 180 hours and 720 hours of instruction.
2. Maximum length of enrollment in the internship course shall be two consecutive years.
3. Length of course shall be determined by the needs of the individual student. A specific plan shall be established for each intern that outlines the intern's planned experiences and expectations as they directly relate to his/her chosen career focus area.

Eligibility of Students

1. Students must be at least 16 years of age in order to meet labor law requirements.
2. Students shall apply for acceptance to the internship course. Minimum guidelines for acceptance include:
 - a. An identified career focus on file;
 - b. Enrolled in third unit of an identified career major;
 - c. Academic standing of at least 2.0 on a 4.0 scale;
 - d. Acceptable attendance record as determined by the school administration;
 - e. Written recommendations from a counselor, a teacher in the student's career major area, a teacher outside the student's career major, and two personal references from nonrelatives;
 - f. Membership in a student organization that reflects intern's career goals and enhances his/her ability to excel in a chosen career focus area.

Course Credits

1. Interns should be expected to complete at least 18 hours of coordinator contact hours and 180 hours of work-site study in order to receive one credit.
2. Interns should receive one credit for each additional 18 hours of coordinator contact and 180 hours of internship study completed up to a maximum of four credits for completing 72 hours of coordinator contact and 720 hours work-site study **within a consecutive two-year period**.

Student Organization

Although a specific student organization does not exist for interns, the internship course is designed to support the guidelines, goals, and objectives of all student organizations. Interns are required to hold membership in the student organization that represents their individual career focus area, if one is available. The internship course provides leadership instruction and training and may assist students in preparing for competitions and activities associated with their particular student organization.

Course Code	Course	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
493860	Internship	1					X	X

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

INTERNSHIP

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE (15 students)

Item Name	Count	Specification/Description
27" television	1	
VCR/DVD	1	
A-V cart/media storage center	1	
Calculator	3	
Computer	8	See Technology Standards
Data station for computer	8	
Desk & chair for coordinator's office	1	
Digital video camera	1	
Docking station for laptop computer	1	
File cabinet	2	
Laptop computer	1	See Technology Standards
Laser printer	1	
LCD projector	1	
Scanner	1	
Telephone/fax/copier	1	

KEYSTONE

Course Description

Keystone courses are designed to help ninth- or tenth-grade students make smooth transitions from middle schools or junior highs to high schools. The course follows a framework that is customized by faculty members to meet the needs of individual project sites.

Although keystone courses originated as an orientation course for schools implementing academies, they may be adapted for use in regular high school settings.

Keystone has several purposes that include

- Decreasing the number of disciplinary referrals;
- Lowering drop-out rates;
- Raising test scores;
- Increasing student involvement in school activities, clubs, and community service;
- Increasing student enrollment in higher level academic coursework and/or skills attainment; and
- Promoting sound career development planning.

Minimum required activities are

- An orientation process that introduces students to the school's offerings, faculty, activities, clubs, rules, and regulations and
- Career exploration that builds on the students' Career Orientation experience and incorporates
 - Job shadowing or mentoring,
 - Career/college fair,
 - Guest speakers,
 - Supervised field trips to business and industry sites,
 - Parent/student educational/career development conferences, and
 - Continuation of four- to six-year academic/career planning process

The plan shall be submitted to DWE and address the following topics:

- Establish the mission/goals for the course,
- Establish the nonnegotiable components,
- Outline the orientation course,
- Outline the career exploration component,
- Define the workplace skills to be taught,
- Design how career planning will be incorporated,
- Establish the framework,
- Establish the time frame,
- Select and/or design appropriate bell-to-bell activities/curriculum for the first ¼ of course,
- Identify resources and support,
- Establish monthly meeting schedule,
- Establish schedule for career exploratory activities,
- Establish a division of responsibilities for further curriculum/activity development,
- Establish a follow-up method to record student data regarding improvement in areas of concern,

- Establish a goal and method of recruiting and training teachers for the keystone course, and
- Establish a date and method for evaluating course.

Classroom instruction shall follow the plan submitted to DWE by the school district.

Curriculum/Content Framework

Each keystone course shall establish a framework as part of the plan submitted to DWE.

Length of Course (based on plan submitted to DWE)

Minimum length – one semester (Schools on block schedules can modify the length of time to conform to the school's schedule; modification should be reflected in the plan submitted to DWE.)

Course Credits (based on a standard schedule)

Students shall receive .5 credit for completing a full-semester keystone course.

Course Code	Course	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
Seek DWE prior approval before implementation.								
690010	Keystone	.5			X	X		

Course Code	DWE Middle School Electives	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
Seek DWE prior approval before implementation.								
399170	Keystone		X	X				

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

KEYSTONE

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE

(15 Students)

This is a suggested equipment list. The count for equipment should be adapted to meet individual program needs. The career guidance, exploration, and preparation program manager must first approve any purchase variations.

Item Name	Count	Specification/Description
27" television	1	
VCR/DVD	1	
Digital video camera	1	
A-V cart/media storage center	1	
Computer (or portable computer lab)	3	See Technology Standards
File cabinet	1	
LCD projector	1	
Ink-jet printer	1	
Teacher computer (for data collection)	1	See Technology Standards

SENIOR SEMINAR

Course Description

Schools may apply to start DWE-approved career cluster senior seminar courses (capstone courses) to support any approved career and technical area of study. Areas that have traditionally been considered academic may also be served with a senior seminar course as long as the program of study is approved by DWE. This may include coursework such as journalism, law, art, drama, etc.

The senior seminar course is designed for seniors who are in the process of completing a program of study in any approved career and technical career area. The content is intended to facilitate the student's transition from school to work or higher education. The purpose is to strengthen skills in the areas of research, academics, SCANS skills, and oral presentation skills as they relate to the students' chosen area of study. It is also designed to enhance their ability to demonstrate learned skills. The course allows students to synthesize learned information through the use of career scenarios.

The course shall include

- SCANS skills study,
- A related career-based and contextual experience that reinforces SCANS skills and provides information to complete a senior project in the student's chosen career area,
- An integrative senior project and the development of a career/educational portfolio, and
- Locally preferred objectives as designed by the school. Locally preferred objectives may not supersede those aforementioned.

Curriculum/Content Framework

A framework shall be approved prior to implementing the course. The framework shall follow DWE format and contain those items outlined in the course description. Locally preferred objectives may be added at the discretion of the district, but they may not replace or supersede those required of all senior seminar courses.

Course Credits

DWE-approved career cluster senior seminar may be offered for one or two semesters with .5 unit of credit per semester.

Student Organization

Although a specific student organization does not exist for senior seminar students, students shall participate in the student organization that best represents their area of study. The senior seminar course provides leadership instruction and training and may assist students in preparing for competitions and activities associated with their participation in a student organization.

Course Code	Electives	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
Seek DWE prior approval before implementation.								
493890	Senior Seminar	.5						X

WORKPLACE READINESS

Course Description

Workplace Readiness is a one-semester course offered in grades 10-12. It focuses on problem solving, teamwork, communications skills, the use of technology, and self-management.

Course Type

Workplace Readiness is a course that teaches the skills and attributes needed to succeed in the changing workplace through video, computer, and print lessons. The course is divided into five units: resources, interpersonal skills, information, systems, and technology.

Eligibility of Student

Students in Workplace Readiness shall be in grades 10-12.

Course Content

The course content shall reflect the Workplace Readiness framework approved by DWE.

Course Credit

One-half unit credit for a semester course should be given Workplace Readiness students.

Course Offered

Course Code	Course	Units of Credit	7 th	8 th	9 th	10 th	11 th	12 th
493880	Workplace Readiness	.5				X	X	X

CAREER GUIDANCE, EXPLORATION, AND PREPARATION

WORKPLACE READINESS

MINIMUM INSTRUCTIONAL EQUIPMENT AND SOFTWARE (15 students)

Item Name	Count	Description/Specification
27" television	1	
VCR/DVD	1	
A-V cart/media storage center	1	
Computer	3	See Technology Standards
File cabinet	1	
Laser printer	1	
LCD projector	1	
Teacher computer	1	See Technology Standards

EAST/WORKFORCE TECHNOLOGY

Course Description

EAST/Workforce Technology is a one-year, technology-based course designed as an alternative for the traditional Workplace Readiness course. It is intended for students in grades 10-12. The course creates a link with *East Lab* technology and methodology and focuses on teaching students the transferable skills they need to succeed in the changing workplace.

Course Type

1. EAST/Workforce Technology employs a problem-based, service-learning environment that encourages students to use advanced technological applications, problem solving, teamwork, communication, and critical-thinking skills. Real-world advanced application in programming, computer design, and animation are used to reinforce math skills. Oral and written communication skills are reinforced through presentations, projects, and electronic communication. Work ethics and attitudes are strengthened as students take personal ownership of the lab and are responsible for software and equipment inventory, equipment maintenance, networking issues, and system administration.
2. EAST/Workforce Technology can be utilized in any program of study as a related option.

Length of Course

EAST/Workforce Technology may be implemented as a one-year course.

Eligibility of Students

Students in EAST/Workforce Technology shall meet *East* requirements. Students in EAST/Workforce Technology shall be completing career and technical programs of study. Students shall be in grades 9-12.

Course Content

Course content shall meet *East* requirements.

Course Credits

It is recommended that the equivalent of one unit of credit be given to EAST/Workforce Technology students.

Facilities and Equipment

Facilities and equipment requirements must meet *East* standards. The Department of Workforce Education shall only be responsible for funding a designated portion of an *East Lab* facility. The amount of funding shall be based on a predetermined formula. The facilities and equipment requirements must be met within the specified time for course approval.

Student Organization

Students enrolled in EAST/Workforce Technology are encouraged to hold membership in the student organization(s) that relate to their career focus area.

Course Code	Course	7 th	8 th	9 th	10 th	11 th	12 th
460010	EAST/Workforce Technology			X	X	X	X